

**Subject:** Urgent Update agenda topics. Fwd: Christmas Tree Lighting Ceremony  
**From:** Belinda Jackson  
**Date:** 11/20/2018, 7:16 AM  
**To:** kenya.wiley@lacity.org

Good morning

Pls Add this topic to my update with Trish. I sent you a few topics yesterday and maybe one last week. Again pls remember to do the agendas at least two days in advance of my meeting with Trish. Also add the staff Christmas party, vacation request during holidays, winter program schedule (need status of universal play programs), what's the plan for trips on December 14 and 15th;  
Plan for Friends of EXPO meeting in December (Kenya) what is date?, informational board report in December

Sent from my iPhone

Begin forwarded message:

**From:** Louise Capone <>  
**Date:** November 19, 2018 at 1:50:55 PM PST  
**To:** Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)>  
**Cc:** Louise Capone <[louise.capone@lacity.org](mailto:louise.capone@lacity.org)>, Patricia Delgado <[trish.delgado@lacity.org](mailto:trish.delgado@lacity.org)>, Belinda Jackson <[Belinda.Jackson@lacity.org](mailto:Belinda.Jackson@lacity.org)>, Gus Sedano <[gus.sedano@lacity.org](mailto:gus.sedano@lacity.org)>  
**Subject: Re: Christmas Tree Lighting Ceremony**

To begin the beautiful tree dropped this morning. We video taped it so you can see it.

What do you mean by rentals?

I will work with Belinda on a rep from RAP.

All systems look good for a fun evening including Santa. I'm looking for a big red button thingy to push to turn the tree lights on.

L

Sent from my iPhone

On Nov 19, 2018, at 1:39 PM, Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:

Hi team.

Louise, thank you for sending over the updated timeline. Looks great.

In terms of speakers, we can have a CD14 rep speak, will someone on behalf of PS speak? or RAP?

What else do we need to manage from our end? Do you have the rentals in place, etc?  
Please let me know so I can jump on anything else.

Best,

**Joella Hopkins**

DTLA Area Director & Strategic Media  
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City of Los Angeles | Council District 14

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On Fri, Nov 16, 2018 at 1:26 PM Louise Capone <[louise.capone@lacity.org](mailto:louise.capone@lacity.org)> wrote:

Hi There,  
Please see reworked time line for Christmas tree lighting ceremony. Please let me know if this works.  
L

On Fri, Nov 16, 2018 at 1:10 PM LCapone <[a](#)> wrote:

Let me rework the time line. Thanks

On Fri, Nov 16, 2018 at 1:04 PM Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:

Hi there.

I have the event from 430 - 730. Can we edit a bit?

Also, I'd love to push the actual lighting ceremony to 6 - this way people can get off work, grab families and get there. So, speaking at 6/lighting immediately after.

Yeah?

**Joella Hopkins**

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On Fri, Nov 16, 2018 at 12:58 PM Louise Capone <[louise.capone@lacity.org](mailto:louise.capone@lacity.org)>

wrote:

Joella,

Please see attached the time line for the tree lighting ceremony.

Let me know if it works for your team.

Louise

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Louise Capone

Sr. 2 Recreation Director

Pershing Square Outdoor Concert and Event Center

City of Los Angeles Department of Recreation and Parks

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No problems just solutions.

--

Louise Capone

Sr. 2 Recreation Director

Pershing Square Outdoor Concert and Event Center

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